



A Publication for Child Nutrition Programs in Indiana Schools and Institutions
<http://doe.state.in.us/food>

May/June 2001

Shenandoah Celebrates Dr. Suess

*By Debby Wilkerson, Cafeteria Coordinator
Shenandoah School Corporation*

On March 2, 2001, for the second year, the students at Shenandoah Elementary School celebrated Dr. Suess's birthday. The menu for the day was green eggs and ham, potato triangle, toast, an orange, and milk. The principal, Mrs. Linda McGalliard, read the story "Green Eggs & Ham," by Dr. Suess, to each of the 3 lunch periods. "The Cat in the Hat," (a.k.a. Debby Wilkerson, cafeteria coordinator), visited the cafeteria for the festivities. Although the kindergarten class does not eat lunch at school, they still were able to enjoy "The Cat in the Hat" story while they drank their milk. The children really enjoy the fun we have with this special day.



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On-Line with the Food Distribution Program

By Mike Gill

The state agency is planning to have a web-based food distribution program in place by July 1, 2002. If you do not have access to the Internet, you will need that capability to continue participating in the Food Distribution Program. Extensive training will be available throughout the state prior to full implementation of the web-based program. The goal is to make the Food Distribution Program more user friendly and less burdensome to recipient agencies.

2001-2002 Contracts

By Sharon Cook

The contract packets for the Child Nutrition Programs will be mailed to School Food Authorities by June 1. If you did not participate a full year on the Child Nutrition Programs or you are a private sponsor, you will receive a full contract. Public sponsors will receive a Letter of Agreement.

Each packet will contain the attachments for the initial free and reduced-price benefit process and the verification forms. The packet will also include the Severe Need Breakfast Reimbursement application and the After School Snack Qualifying Application.

Please note that there are changes in the application concerning other benefits. The changes are reflected on the appropriate attachments.

The Verification Summary Report will not be included with the packet; it will be mailed in October with the Program Information Schedule.

Application for Free and Reduced-Price Meals and Other Benefits

By Sharon Cook

The application that will be mailed with your contract packet will have your school corporation's name and the four digit corporation number. This is the same procedure as last year.

Again this year, the Application for Free and Reduced-Price Meals and Other Benefits includes a section to indicate interest in Textbook Assistance, Hoosier Healthwise (Children's Health Insurance Program), and the Twenty-first Century Scholars program.

Be sure to notice a few changes:

- 1) Addition of two lines to list household members.
- 2) Foster Child section now includes the same items as the Name of Child section.
- 3) Change in Hoosier Healthwise section. This section should only be signed by the parent if they DO NOT want their information released for health insurance.

Feeding Children during the Summer Months

By Sharon Cook

School Food Authorities (SFAs) have the option of continuing their food service operation during the summer months by utilizing their School Nutrition Programs' Application/Contract, which is always valid for a one-year period from October 1 to September 30. Offering a well-balanced meal to children participating in summer school programs will help promote a quality learning experience for enrolled children. Serving meals to enrolled children in the summer will benefit students and instructors. A hungry student cannot learn, and a teacher distracted by hungry students cannot teach.

If you plan to offer meals to your students during the summer and you are not participating in the Summer Food Service Program for Children, you need to notify this office of the following items; (1) location of feeding sites, (2) meals you will be serving, and (3) time of meal service. Please contact Sharon Cook, Program Consultant, at (317) 232-0850, if you have any questions or need additional information.

AVERAGE MEAL PRICES 2000-2001

ELEMENTARY LUNCH	\$1.41
MIDDLE SCHOOL LUNCH	1.50
HIGH SCHOOL LUNCH	1.54
SCHOOL BREAKFAST	.72

CATALOG OF FEDERAL DOMESTIC ASSISTANCE PROGRAMS NUMBERS

Information needed for Audits

NATIONAL SCHOOL LUNCH	10.555
SCHOOL BREAKFAST	10.553
SPECIAL MILK	10.556
FOOD DISTRIBUTION	10.550

A Taste of Family Fitness

By Beth Foland, MS, RD, CD

Celebrating “National Nutrition Month” last month, Dr. Suellen Reed, Superintendent of Public Instruction, announced the start of “A Taste of Family Fitness” workshops. These workshops were designed to increase public awareness of the 2000 Dietary Guidelines and offer practical tips for parents on how to help children develop healthy eating and exercise habits.

The workshops, held in Indianapolis at the Ruth Lilly Health Education Center, began April 3 and run through July 26, 2001. Attendees will taste foods; learn how to make fun, easy, and healthy meals; update their nutrition knowledge using high-tech teaching theatres; and learn home activities to increase physical fitness. Registration is available at www.doe.state.in.us/food or by telephone at 317-924-0904. Due to limited space, early registration is encouraged.

Created through a USDA grant, the workshops are a collaborative effort between the Ruth Lilly Health Education Center, the Indiana Department of Education, The National Institute for Fitness and Sport, and the Indiana Center for Family, School, and Community Partnerships.

Sponsors of “A Taste of Family Fitness” include: O’Malia Food Markets, WRTV (channel 6), The Care Group, L.L.C., and Bates USA Midwest.

The Art of Receiving

*By Dawn Brofft, Food Service Director,
Milan Schools, Milan Indiana*

Johnny from ABC Company has just delivered the order. Becky, our dish room lady of eight years is ready to check the order in. Johnny’s plan is a bit different than Becky’s. Johnny’s plan is to be out the door in as little time as possible. If he can shave five minutes off each stop today, he can be off work one hour early.

Becky knows she does not simply sign Johnny’s invoice. If she does this, her school may receive items they did not order. Also, incorrect prices may be charged. Becky knows what she needs to do, and she is prepared to do it.

Becky is up to bat. When Johnny hands her his invoice, she sets it down. Becky picks up her school’s order. She begins to read off each item. As she does so, Johnny points out the item. They then both know, what the school ordered, is what has been delivered. While calling out items, Johnny realizes he forgot to bring in that fourth box of frozen corn. He only brought in three. When Becky is finished, she is ready for part two of receiving. She offers Johnny a carton of chocolate milk, and tells him she will be approximately three minutes.

Becky completes receiving by comparing prices. She compares her order to ABC Company’s invoice. Any differences, she circles a notation for her head cook. Becky then signs Johnny’s invoice and sends him on his way.

Becky has done her job. Received product correctly. This saves her school money. It is very likely following this receiving method can save five percent. If there is \$50,000 a month in purchases, this saves the school \$2,500 per month. This money can be used for lots of extras, which students, teachers, and cafeteria workers will highly enjoy.

Receiving Recap

1. Driver brings everything in off your order
2. Call each item, driver points item out
3. Compare prices on your order to company invoice
4. Circle discrepancies
5. Sign invoice

We’re Moving!

Our office will be moving to a new location in August 2001. Our new home will be at 151 W. Ohio. Our mailing address and telephone numbers will remain the same. Because of the move, we will not be holding any Back-to-School Workshops this summer. The August/September *A to Z* issue may also be delayed in arriving.

National School Lunch Week

By Diane Rice

The American School Food Service Association's National School Lunch Week is October 8-12 and this year's theme is "**School Lunch: By the Book.**" With book-related activities and menus. For detailed information, see www.asfsa.org under Meetings and Special Events, your April issue of **School Foodservice & Nutrition**, or if you are not a member of ASFSA, you can call the state agency for a reprint of the magazine article.

DETECTIVE DINER

Nancy Drew Drumstick
P.I. Mashed Potatoes
Corn & Carrot Clues
Encyclopedia Brown Biscuit
On-the-Case Fruit Crisp
Magnifying Glass Milk

FANTASY FARE

Harry Potter Pocket
Cavern (Broccoli) Coleslaw
Dirty Dragon Potatoes
Quidditch (Fruit) Cup
Castle Cookie
Magic Milk

CLASSIC CREATIONS

Peter Pan Power-Packin' Potato
Eeyore Yogurt
Tigger Tomato Pasta Soup
Little Miss Muffet Muffin
Farmer McGregor Fresh Veggies
Hey Diddle Diddle Dip
Mother Goose Milk

APPETIZING ADVENTURE

2000 Leagues Lasagna
Tarzan Tossed Salad w/ dressing
Jack-in-the-Beanstalk's Green Beans
Billy the Kid Breadstick
Black Beard Brownie
Treasure Map Milk

CREATURE FEATURE

Curious George Crispy Chicken Salad
Three Bears Three-Grain Pilaf
Cat in the Hat Banana Cake
Garfield Grapes
Misty Milk

More Free Stuff

By Diane Rice

These items are free to schools on the National School Lunch Program anyway, but we're still cleaning out the excess in our storeroom. If your school kitchen needs to replace any of the following items, send or FAX the enclosed request form to Annette's attention. For questions, please call Diane Rice at 800-537-1142.

Meal Pattern Requirements Manual/video, 1990
(for Traditional menu plan only)
Food Buying Guide, 1995
Trimming The Fat, 1996
10 minute lessons on School Food Service, 1996
School Meals Initiative Implementation Manual, 1997
10 minute lessons on Food Safety & Sanitation, 1998
School Breakfast Programs - Energizing the Classroom, 1998
Food Guide Pyramid for Young Children poster, 1999
School Breakfast Toolkit, 1999
Dietary Guidelines pamphlet, 2000

Specialized Training Summer 2001 Schedule

By Diane Rice

The state agency is pleased to make available a variety of classes for school food service directors, managers, and other interested employees. You can always learn something new and there is no such thing as too much staff training. A well-trained staff will be professional, cost effective and productive. The children in your schools will benefit from this effort.

Summer 2001 classes are scheduled for this summer for 15-40 people, on a first come/first serve basis. For those needing certification credits, all classes will be worth continuing education credit hours of specialized training in the ASFSA certification plan. **To insure your space, please use the inserted reservation form** or phone (232-0850 or toll free at 800-537-1142). See insert for dates, locations, and registration form.

Assessment Fee:

The Food Distribution Program assessment fee for School Year 2002 will remain at \$2.65 per case.

5 A to Z Lugar Employee of the Year

By Diane Rice

The winner this year is Suzanne Wells from Boulevard Elementary School in Kokomo. Because Senator Lugar was unable to be here this year, Dr. Suellen Reed, state Superintendent of Public Instruction presented the award plaque to Suzanne during the first general session of the Indiana School Food Service Association's annual state conference on Saturday morning, April 21, 2001. Suzanne also received a \$500 cash award provided by Indiana Farm Bureau.

Suzanne, manager at Boulevard for seven years, was nominated by her principal, Penny Siefert. The entry information illustrated many examples of how Suzanne has provided outstanding customer service and other contributions that make her so very special and worthy of this award.

For instance, she promotes nutrition education with little contests like "Who can eat their vegetables?" providing prizes for all winners. She's taken digital "milk moustache" pictures and other photos of students eating and staff for display in the cafeteria and to be part of her published lunch menu. She volunteers in the classrooms as a "celebrity storyteller" to read about nutrition. When young students have been stranded at school due to transportation problems, she often provides a snack to keep them occupied while waiting. She exudes professionalism while training new food service staff in other schools and nearby corporations. Congratulations, Suzanne, for your accomplishment!

The judges had many outstanding entries. Compliments to the other 38 wonderful nominees for the Lugar award! We encourage all who know an outstanding employee to nominate them next year.

Year 2001 Nominees

Janet Abbott
Judy Bailey
Jean Barnett
Pat Brichler
Sharon Conner
Patricia Crouse
Lani Cummings
Kim Davis
Eydie Dillon
Tammy Fennell
Ellen Fuhs
Oneida Hatton
Sadie Higginbotham
Barbara Holder

Logansport, Columbia El/Mid
N Lawrence, Dollens El/Oolitic Jr
Westfield-Wash, Shamrock Springs
North Dearborn El
Tell City High School
Anderson, North Side Middle
Roncalli High School, Indianapolis
Carmel-Clay, Orchard Park El
Pike County, Pike Central HS
Lakeland, Lima-Brighton El
Tippecanoe, Klondike El/Middle
Harrison-Washington, Harrison El
Vigo County, Rio Grande El
North Daviess Primary

Susan Hutchison
Anna Jacks
Cathy Kilburn
Vicki King
Rhonda Lewis
Cindy Libert
Linda McGaughey
Keithlynn Nash
Marjorie Norton
Pat Nowaczewski
Jean Oliver
Sue Purcell
Ida Reel
Lorraine Sheehy
Patty Shelton
Sue Shrum
Linda Smeltzer
Nancy Snyder
Priscilla Snyder
Cheryl Sosbe
Linda Strebin
Sue Sturgeon
Jane Trowbridge
Bernadette Wallis

Lawrence Twp, Central HS
IPS, Forest Manor Middle
Westfield-Washington, Oak Trace El
Franklin Twp, Adams El
Alexandria, Marie Thurston El
Union City, West Side Middle
North Putnam, Roachdale El
Merrillville, H.P. Fieler School
East Allen, New Haven HS
Baugo, Jimtown Elem./Jr Hi
Tippecanoe, Wea Ridge El
Milan Elementary
Kokomo, Bon Air El/Middle
Hanover, Lincoln El
Carmel-Clay, Carmel HS
Clark-Pleasant, Clark El
Kokomo, Indian Heights El
Frankfort, Suncrest El
Evansville, Tekoppel El
St Mark Evangelist Cath, Indpls
Middlebury, Jefferson El
New Albany, Pine View School
Wayne Twp, Robey School
Danville Community HS

Summer Storage of USDA Donated Foods

By Mike Gill

Summer is just around the corner and it is time for you to consider the proper storage of donated foods during those hot, humid summer days. Recipient agencies which will not be in operation during the summer are encouraged to utilize as much of their donated food inventory as possible prior to cessation of operation. In order to minimize the possible loss of donated foods during the summer, the following recommendations should be helpful in preparing your food storage facilities for the coming hot weather.

1. Clean and inspect storage areas thoroughly before closing for the summer. Ensure that all areas are free of insect and rodent infestation. Seal all openings and crevices where insects and/or rodents may enter.
2. Complete a physical inventory of all storage areas. All foods should have receiving dates to ensure proper rotation on a First-In/First-Out basis. Dispose of all out-of-condition donated foods and report such losses to the state agency. If you have commodities with pack dates older than two years, please contact Ruth Williams at (800) 532-1142 or (317) 232-0850.
3. You should inspect all thermometers, exhaust fans, locks, alarm systems, compressors and refrigeration units to ensure that all equipment is working properly. Repair or replace malfunctioning equipment as soon as

possible. This would be a good time to defrost refrigeration units and clean accumulated dust and dirt from compressor units.

4. Ensure that an inspection, monitoring, and emergency plan is in place during times when school is not in session. Freezers and coolers are particularly vulnerable to electrical storm damage. Plan to inspect all freezer and cooler storage areas daily and immediately following an electrical storm. A majority of commodity losses are a direct result of electrical storm damage and failure to monitor temperature fluctuations on a timely basis.

6. Ensure that all storage areas have adequate ventilation and that no food is stored on floors or against walls.

7. Ensure that flour and other grain products are stored at a temperature of 50 degrees Fahrenheit or below with the lowest possible humidity level.

Sample Forms

By Diane Rice

The School Meals Initiative Committee has met three times this school year. In addition to menu planning concerns with the different options, the committee has also tried to share ideas about general school food service operations. As a result, there are three sample forms inserted in this issue. All of these forms are suggested examples that can be further refined for your use if desired. None of them are required, but a similar form may help your school to provide better customer service.

We also discussed another form posted on Mealtalk used to interview prospective cafeteria managers. It was decided that a sample list of these questions might be of interest to people preparing to interview or to be interviewed. For questions, please call Diane Rice at 800-537-1142.

Possible Questions for Kitchen Manager Interview

1. Why did you apply for this position?
2. Tell about your experience or actual time filling in for this position, about your production understanding, kettle or steamer use?
3. What are the key aspects of being an organized cafeteria manager?
4. What specifics can you share from past experiences to illustrate your ability to get along with superiors, peers and your staff?
5. Do you consider yourself a goal setter, a problem solver? Why?

6. Have you ever had an opportunity to resolve conflict? How did you go about it?
7. Tell about your math skills and recipe adjustment. Ex. In a recipe for beef soup, if three gallons of beef broth is needed for 50 people, how much is needed for 200 people? Change answer to its equivalent measure.
8. What is your definition of a production record and how is it important in food service? How does this tie in with inventory control and ordering?
9. Please give an example of a recent effort you made for improvement on the job.
10. What are the key aspects of food safety as it relates to this position?
11. What can your manager do differently to make your current job better?
12. Who is our customer? Define customer service.
13. How will you fill your role as trainer?
14. How will you go about building a team?
15. Why do you feel that you are the best candidate for this position?

Calendar of Events

Apr-Jun	A Taste of Family Fitness workshops
May 3-4	Cost Control Seminar
May 7-11	Child Nutrition Employee Appreciation Week
May 12	ISFSA Single Unit Program at McClelland Elem., Wayne Twp
May 17	ISFSA Executive Board Meeting
Jun 11-22	NFSMI Orientation to Child Nutrition Management
Jun 1-29	Training Workshops - see insert schedule
Jul 15-18	ASFSA Annual National Conference, Nashville, TN
TBA	New Food Service Directors meeting
Oct 8-12	ASFSA's National School Lunch Week

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